HEALTH MANAGEMENT ASSOCIATES
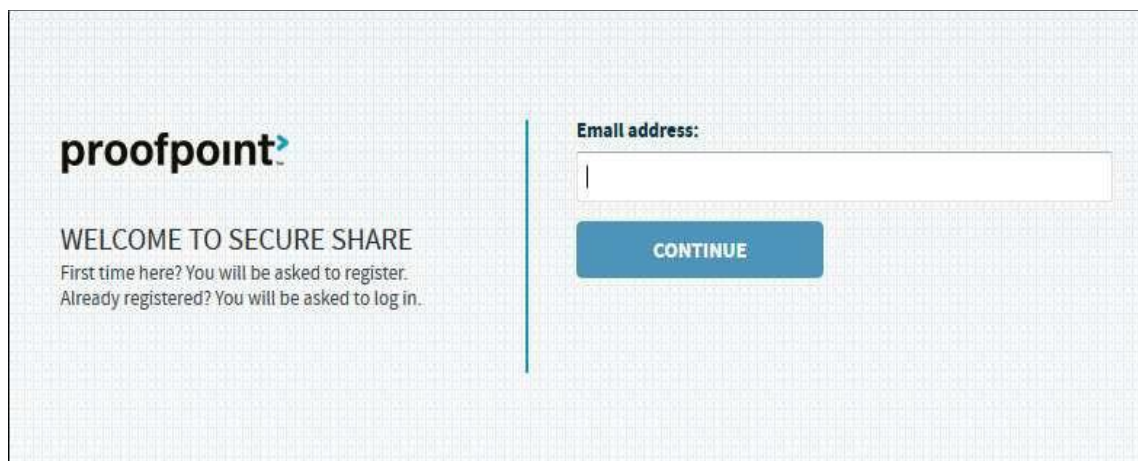
Proofpoint Secure Share
User's Guide

Getting Started – Set Your Password

When you receive a Secure Share notification via email, you will be asked to create a password to access Secure Share. You only need to do this once to create your account.
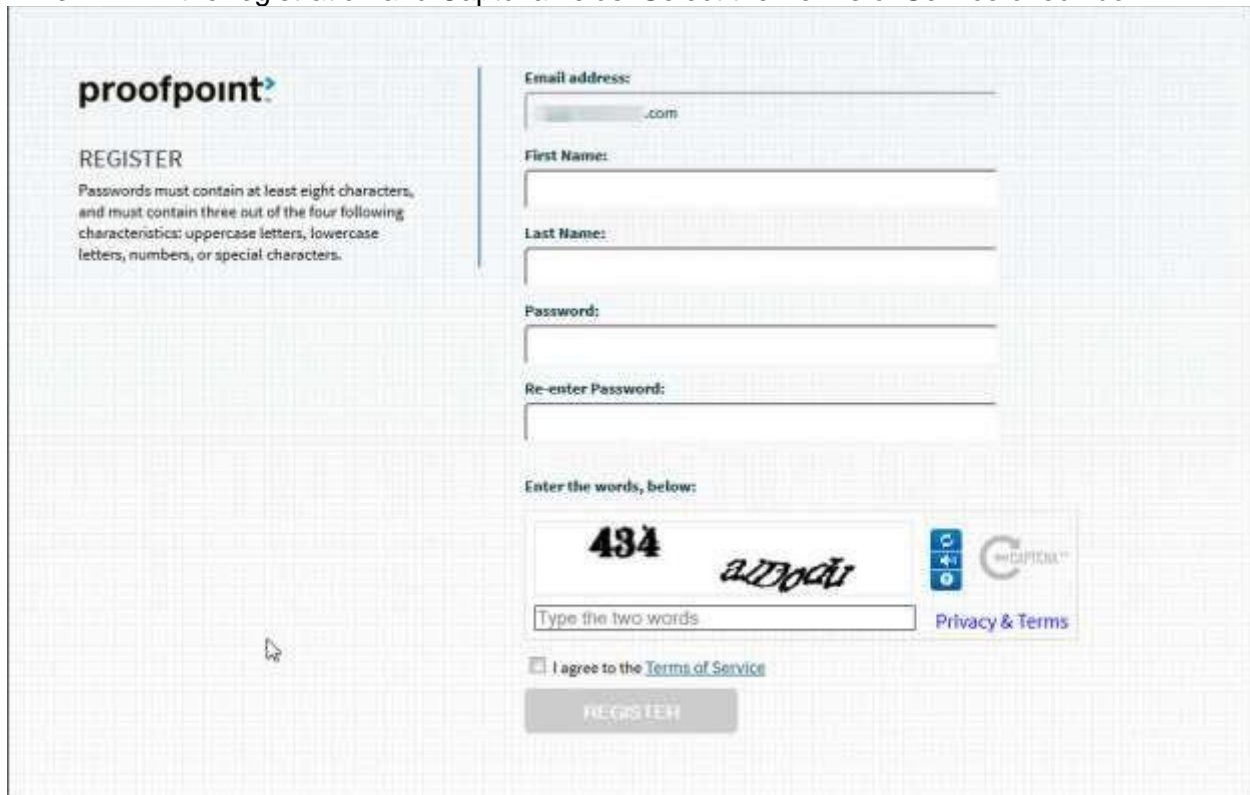
Follow the instructions in the registration screens to create your account. *Passwords must contain at least eight characters, and must contain three out of the four following characteristics: uppercase letters, lowercase letters, numbers, or special characters.*

Here is an overview of the registration process from a browser. The steps will be the same when you use the Secure Share Outlook plug-in for the first time, or if you receive an invitation from someone to join a Share.

1. Launch a browser and enter https://secureshare.proofpoint.com into the URL field or follow the link provided in Secure Share invitation.
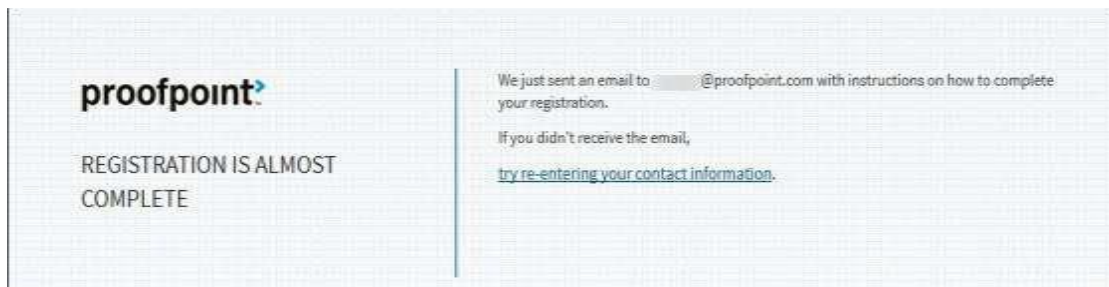
2. Provide your email address and click **Continue**.

3. Fill in the registration and Captcha fields. Select the Terms of Service check box.

4. After you click **Register**, look in your inbox for an email to complete your registration.

5. You will see a "Registration Successful" message.

The first time you log in to Secure Share from a browser, you will see a welcome message. It looks similar to this:

Uploading Files

1. Fill out data summary file as per instructions in data submission file layout.
2. File Naming convention : <Clinic/Org Name>_<PCP or CMHC>_<Collection Start_End Date>

   ** *The name of the clinic/organization providing the services*

File Name Example:

St Johns Medical_PCP_062013_122013.xls

| File Name to start with the name of the company | Identify if PCP or CMHC | Identify the collection start and end date |

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3. When uploading files that you want to share you can either drag the files in the Drag files here box or select the link to add files from your computer.

Revision F

4. After the files have been uploaded you must complete the transfer by clicking DONE as shown below. Your files will be securely wiped if the DONE button is not selected.

 Revision F